

STATE OF MICHIGAN



43RD DISTRICT COURT - FERNDAL, HAZEL PARK, MADISON HEIGHTS
305 EAST NINE MILE ROAD, FERNDAL, MICHIGAN 48220-1796
248.547.8700 • FAX 248.547.2589

HONORABLE JOSEPH LONGO
DISTRICT COURT JUDGE

MICHELLE A. MCCULLOUGH
COURT ADMINISTRATOR

JOB POSTING

POSITION/TITLE: Probation Collections Officer – Part Time
19 hours per week / \$16.00 per hour

JOB DESCRIPTION

Under the supervision of the Court Administrator, handles collections for the court. Maintains a caseload of defendants assigned to non-reporting probation or limited reporting probation. Prepares Probation Orders, Discharges and Wage Assignments. Monitors all payment plans with the court and schedules showcauses for individuals that are in violation of their payment plans or probation. Assists the probation officers with administrative duties.

Individual must be able to work Tuesday, Wednesday and Thursday, during court dockets.

EDUCATION:

Bachelor Degree Preferred. Associates Degree or equivalent required with major course work in Criminal Justice, Psychology or Social Work.

EXPERIENCE:

Strong writing skills and proficiency in word processing is required. Prior experience working in a court is preferred.

Please forward resume and cover letter to:

Linda S. Carroll
Court Administrator
43rd District Court
305 E. Nine Mile Road
Ferndale, MI 48220
Lcarroll43dc@ferndalecourt.com

CLOSING DATE: Until Position is Filled

